

**DODGE COUNTY  
HEALTH FACILITIES COMMITTEE MEETING  
198 COUNTY DF  
JUNEAU, WI 53039  
MARCH 25, 2015**

**MINUTES**

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 8:17 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff  
Lisa Derr  
John Fabisch  
Tom Schaefer

**ABSENT:** Jeff Duchac.

**ALSO PRESENT:** James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Chairman; Jane E. Hooper, Clearview Administrator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Lindsay Kirchoff, Assisted Living Supervisor; Julie Huebner, Interim Director of Finance; and Julie Kolp, Dodge County Director of Finance.

3. **APPROVAL OF MINUTES OF MARCH 4, 2015 MEETING:** Motion made by Schaefer to approve the March 4, 2015 Minutes; seconded by Fabisch. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Schaefer to deviate from the Agenda if required; seconded by Fabisch. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None discharge to report.
8. **CENSUS REPORTS:**

CBIC:	25 of 30; 27 by the end of the week
Clearview:	131 of 140
Clearview Behavioral Health 1/2:	20 of 20
ICF-IID (formerly FDD):	45 of 46
Trailview	3 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	15 of 20

9. **ADMINISTRATOR'S REPORT:**

- **Department Structure:** Administrator Hooper described to the Committee the reorganization plan for Clearview's Finance Department based on the increase of payors over the past few years and complexity of admissions. Previously, Clearview's primary payor was Medicaid, which has now changed to having approximately 70 payor sources with increased industry need to educate our clients and their families and representatives. Hooper presented the financial impact to the Committee. Organization changes discussed as outlined and will provide an individual in the Finance Department to take ownership over their portion of the facility and be an in-house point person for our residents, staff, and family and will follow a resident from admission to discharge.
- **Director of Financial Services Position:** We are pleased to announce Bill Wiley as the new Clearview Director of Financial Services; he will begin his employment here on April 13, 2015.
- **Consideration of Resolution to Dodge County Board of Supervisors to Abolish Payroll Specialist / Add Position: Accounting Specialist – A/R (Accounts Receivable):** Motion by Derr; seconded by Schaefer to approve and forward to the County Board for consideration at its April 21, 2015, meeting, a Resolution to abolish one 0.5 full-time, benefited position of Payroll Specialist and to create one new, benefited, full-time position of *Accounting Specialist – Accounts Receivable* at Clearview, effective on or about May 1, 2015, the exact effective date to be determined by the Clearview Administrator in the exercise of the sole discretion of the Clearview Administrator.
- **Update: Financial Audit Request:** Jim Mielke updated the Committee. Baker Tilley met with members of Dodge County and put together a proposal for the Executive Committee to sponsor the resolution for an initial review of Health and Human Services and done on an annual basis with \$30,000 budgeted in the County budget for ongoing operational review in various county departments.
- **Update: Annual Audit:** Julie Huebner updated the Committee on Clearview's status of annual audit preparation. The next on-site visit is April 21, 2015.
- **Marsh Country Health Alliance:** Attorney Andy Phillips is working on language to the Intergovernmental Cooperation Agreement to address any potential draft changes that may be needed for the Annual Meeting.
- **Update: Kronos – Go Live for Clearview:** An update was given on Kronos testing. The plan is still to "go live" on April 9. We continue to meet; "go live" can be cancelled at any time if the team does not feel ready.
- **WBEV Radio Morning Show: April 9, 2015:** The Committee was updated on the outline for the morning show to be held at Clearview in the Towne Centre. The

emphasis will be employment opportunities and point of contacts for specific areas of the organization.

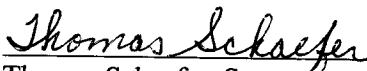
- **Update: Remembrance Garden Installation:** Since the March 4 meeting, another 16x16 brick paver has been purchased, bringing the total bricks sold to ten. May is the start date. Ray Vogt was here on March 25, 2015 to update and revise the agreement and plan.
- **Financial Report – Interim Director of Finance, Julie Huebner:**
  - **MCHA**
    - Revenue actual \$13,987,064; budgeted \$11,005,171
    - Expenses actual \$16,769,945; budgeted \$16,030,448
  - **Individuals with Intellectual Disabilities**
    - Revenue actual \$4,208,445; budgeted \$3,976,915
    - Expenses actual \$2,665,083; budgeted \$2,704,698
  - **Community Group Home**
    - Revenues actual \$354,517; budgeted \$353,537
    - Expenses actual \$304,781; budgeted \$318,332
  - **Trailview**
    - Revenues actual \$285,647; budgeted \$292,017
    - Expenses actual \$266,388; budgeted \$257,697
  - **Northview Heights**
    - Revenues actual \$640,301; budgeted \$413,910
    - Expenses actual \$711,907; budgeted \$582,035
  - **Clearview Brain Injury Center**
    - Revenues actual \$5,227,098; budgeted \$5,791,090
    - Expenses actual \$4,299,118; budgeted \$3,821,096
  - **State Certified Unit (Clearview Behavioral Health Facility)**
    - Revenues actual \$2,345,927; budgeted \$2,260,047
    - Expenses actual \$2,261,525; budgeted \$2,038,932
  - **Overall**
    - YTD Revenue actual \$27,048,999; budgeted \$24,092,687
    - YTD Expenses actual \$27,278,747; budgeted \$25,753,238
- **Consideration of Request to Write Off Clearview Receivables:** The administrator has reviewed the account balances that are uncollectable and were presented to the Health Facility Committee in the amount of \$896,254.41, notifying them of the uncollectible accounts. The same information will be shared with the Finance Committee. A meeting will

be held on March 26, 2015 with Jim Mielke, Julie Kolp, Jane Hooper, Julie Huebner, and consultant to discuss uncollectables. The plan is also to address the amount in reserves and moving forward with the process.

10. **NEXT MEETING DATE: Wednesday, April 29, 2015, at 11:00 a.m., in the Towne Centre Conference Room** on the first floor of Clearview, located at 198 County DF, Juneau, Wisconsin.
11. **ADJOURN:** There being no further business to come before the Committee, Motion by Fabisch to adjourn; seconded by Schaefer. Meeting adjourned at 10:14 a.m.

Dated this 29<sup>th</sup> day of April, 2015.

Respectfully submitted,

  
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Thomas Schaefer, Secretary